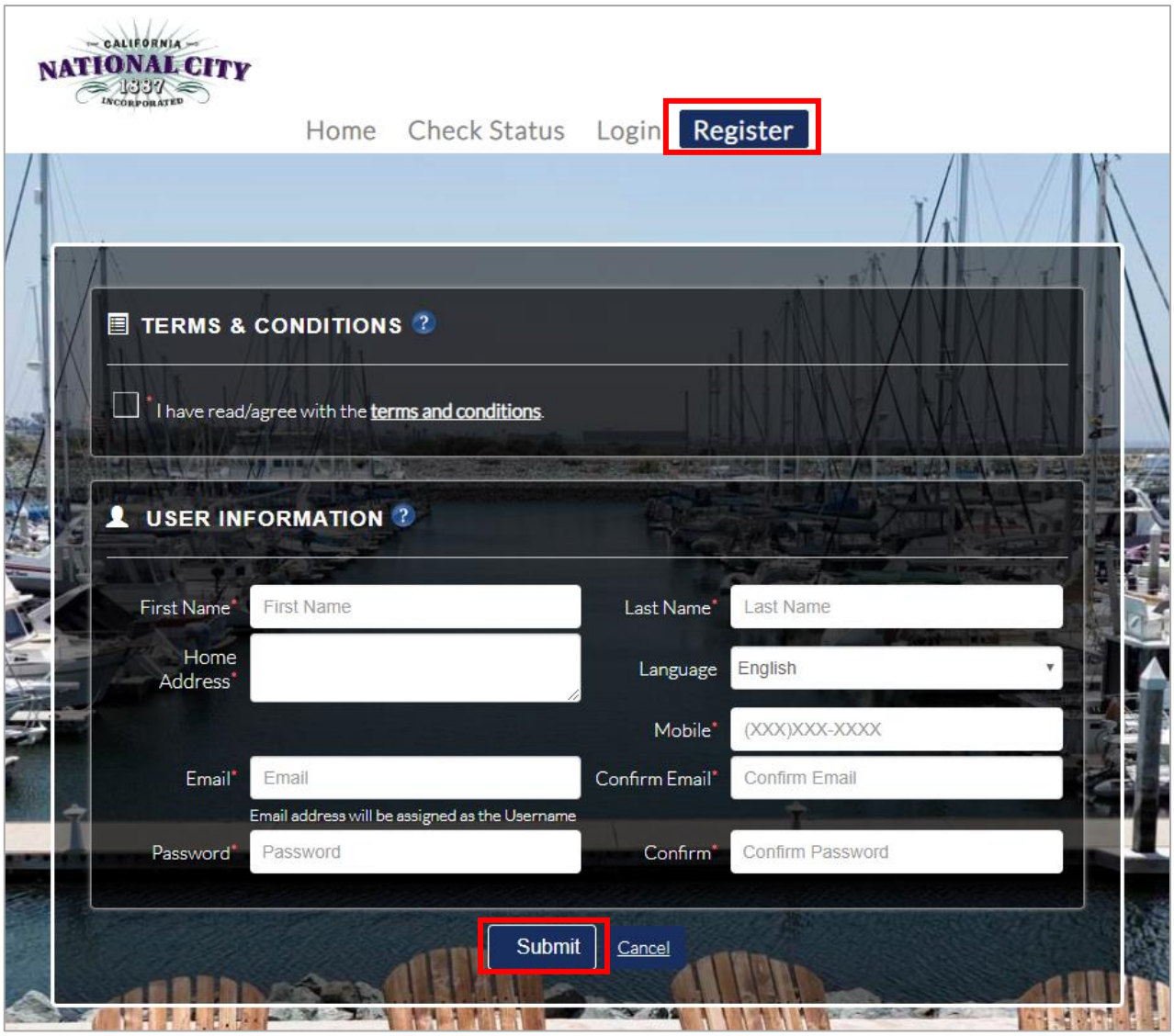
Welcome to the New Online Permit Application System for the City of National City

Register

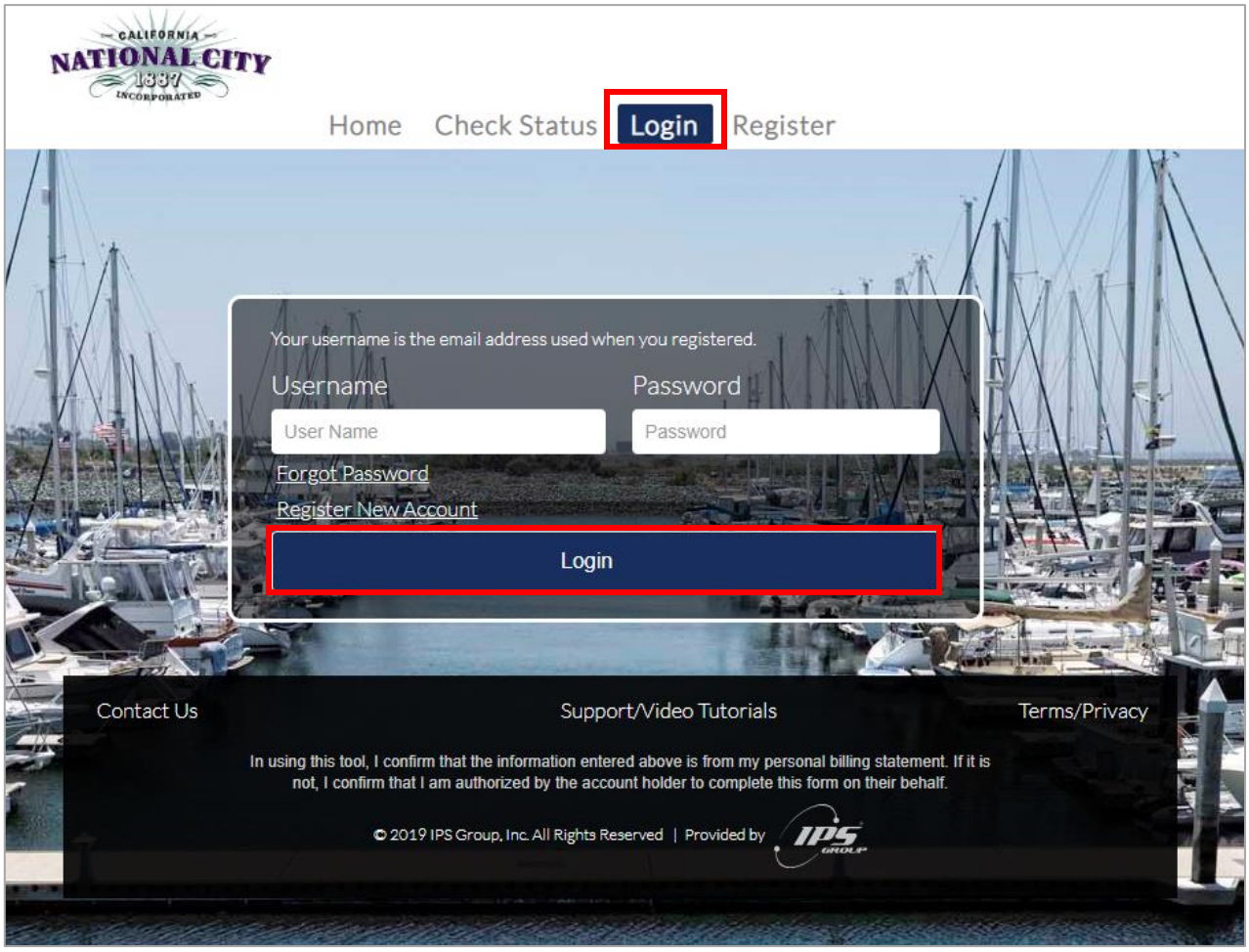
Visit **https://www.thepermitportal.com** . Enter your information in the fields below and accept the Terms & Conditions. Continue to **Submit**. Once you submit you will receive an email to verify your email and continue to login.



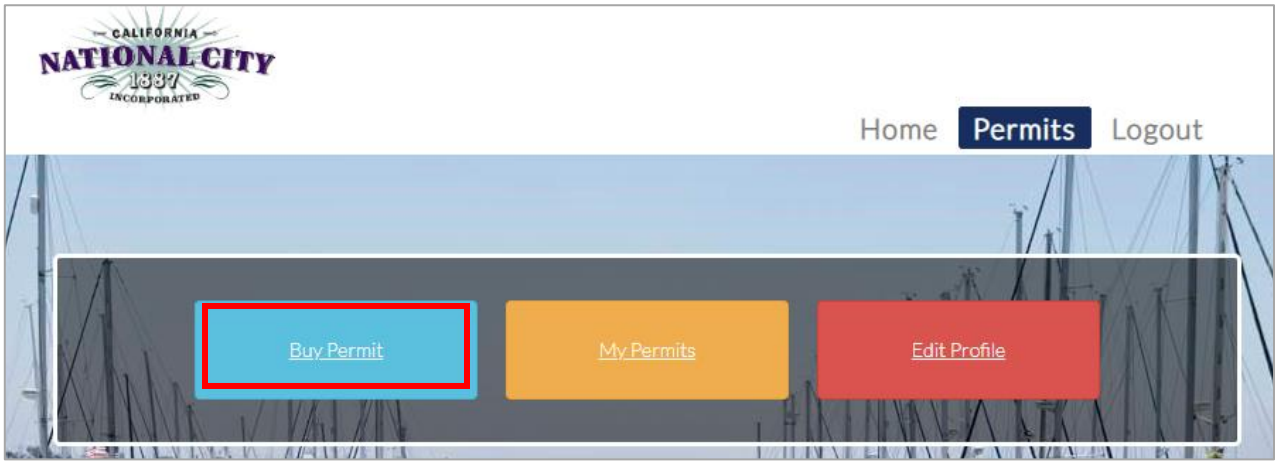
Login

Once you have completed your registration, login using **your email address as the User Name** and enter the password you created during registration.

https://www.thepermitportal.com

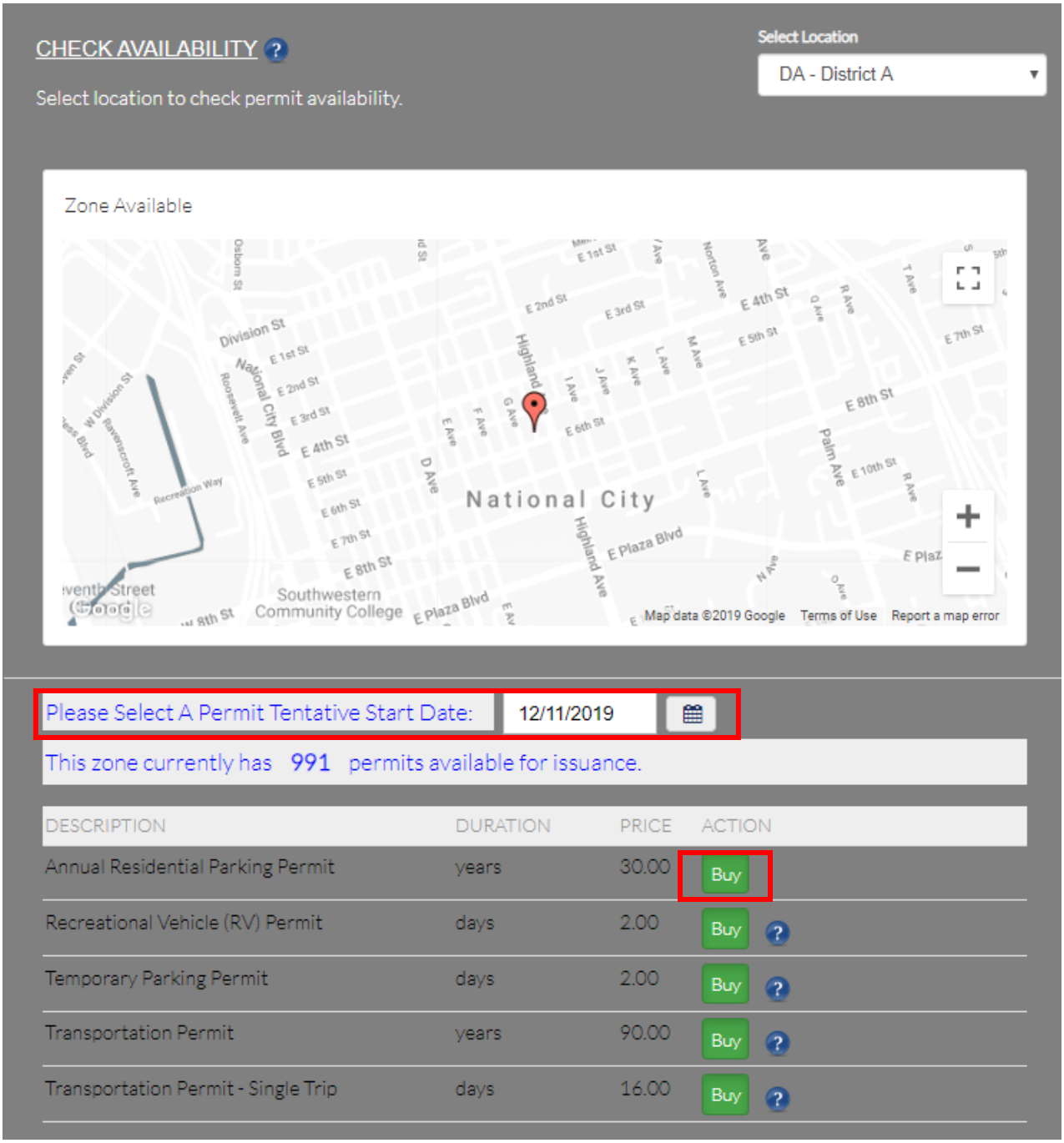


Once logged in select **Buy Permit**.

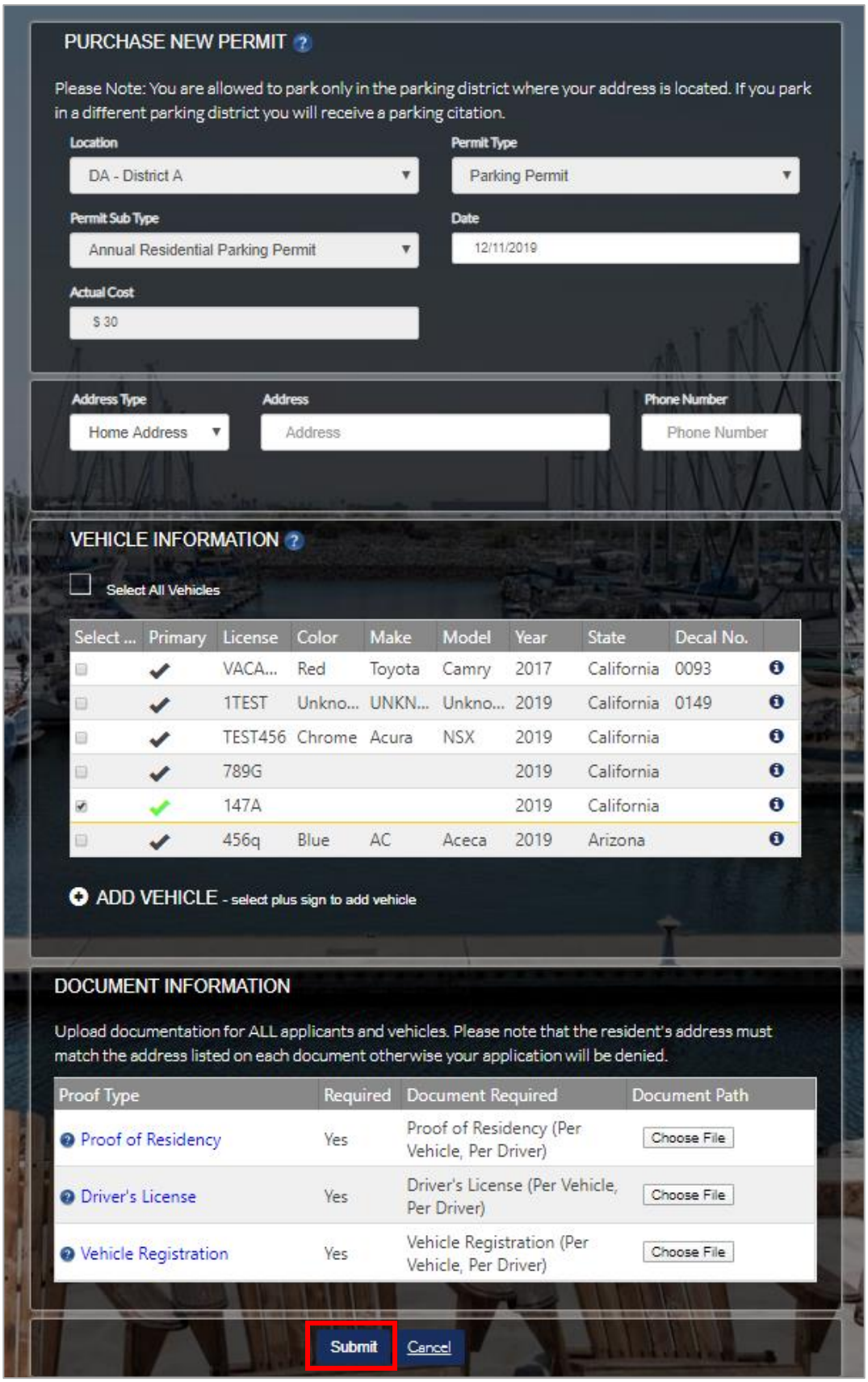


Permit Application

On the following screen you will see a list of available permits for the Location you've been assigned to. Choose the **Tentative Start Date**. If you would like to purchase a permit for a future month select the first day of that month from the calendar. If you are applying for the current month you can leave the Tentative Start Date as the current date of when the submitting your application. Once you have made your Start Date selection continue to **Buy**.



Complete the permit application below by entering all fields listed as well as selecting the vehicle that you would like to purchase the permit for. Upload any required documents at the end of the application under Document Information and **Submit**.

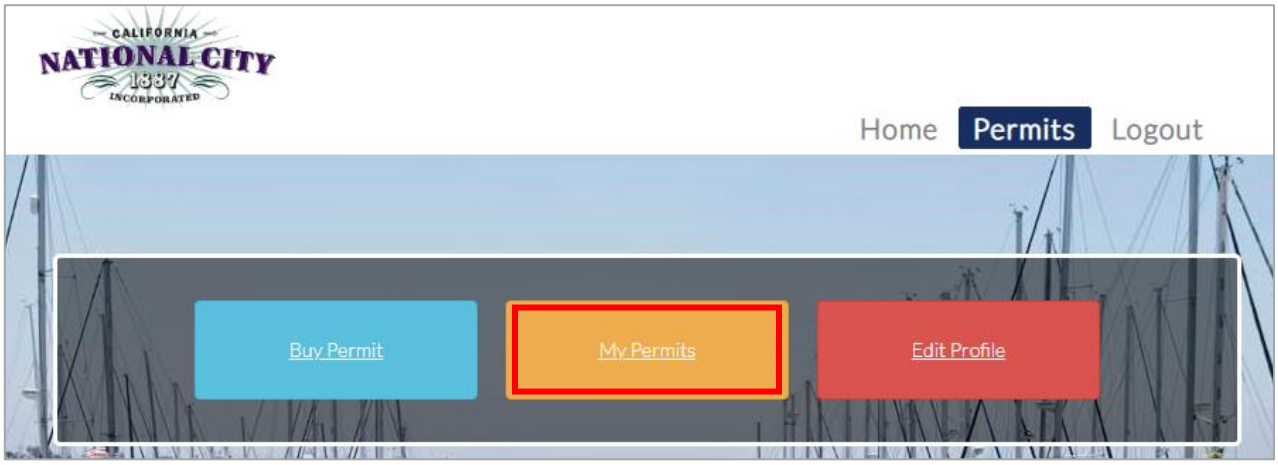


Approval

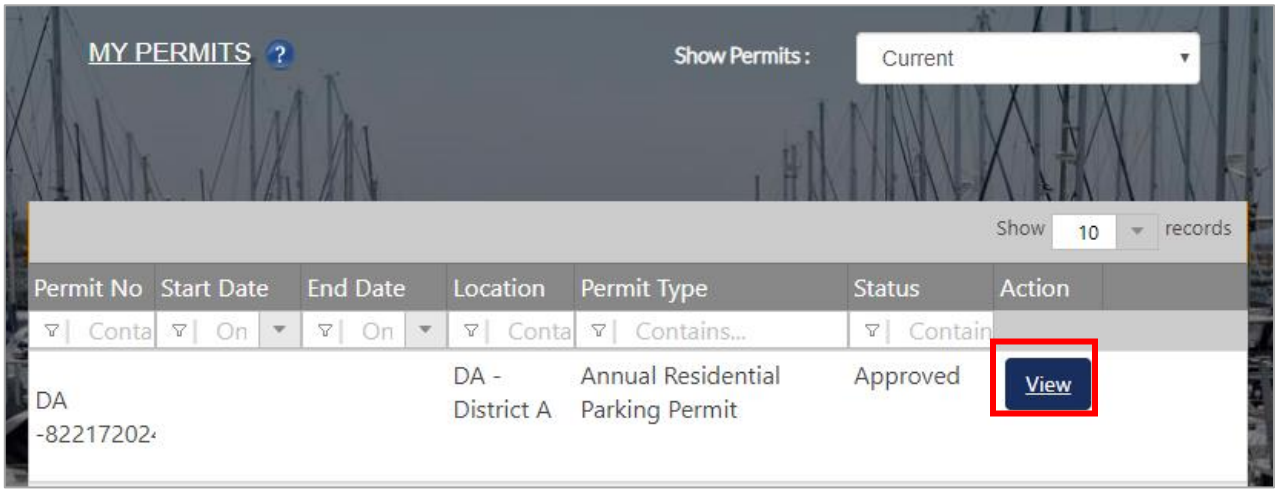
Once you submit your permit application please allow time for the City to review and approve. **Once the application is approved by the City you will receive an email to continue to submit payment.**

Pay

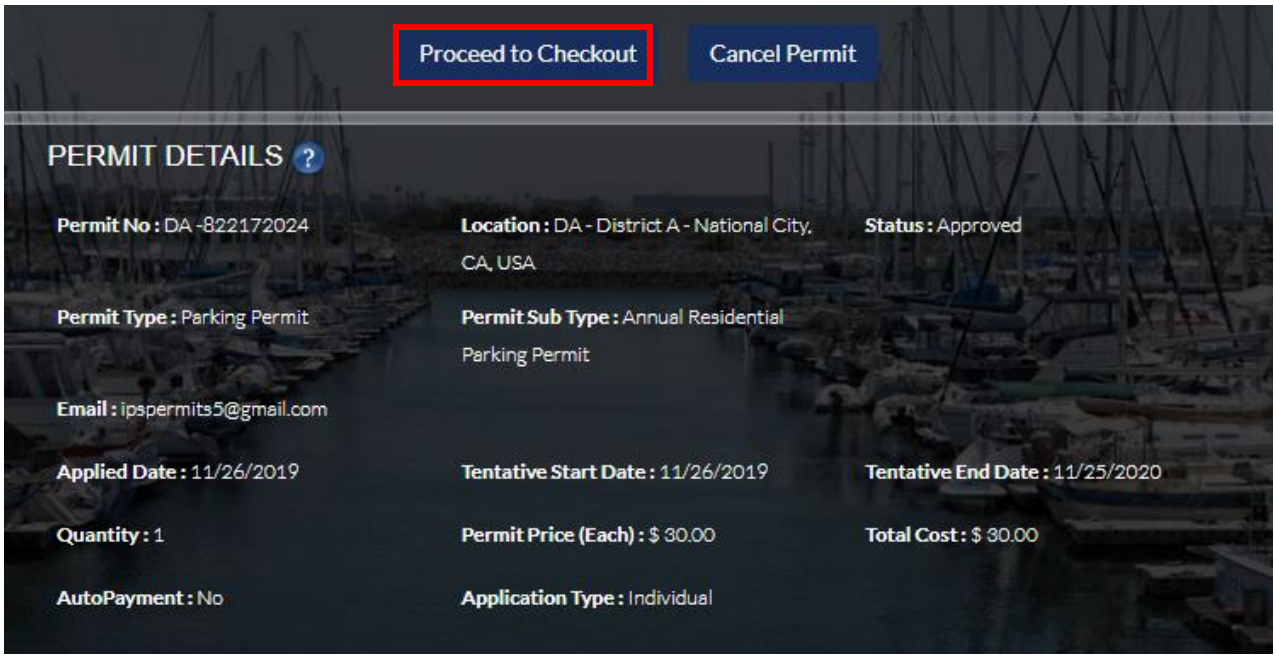
Once your application is approved login to **https://www.thepermitportal.com** and go to **My Permits.**

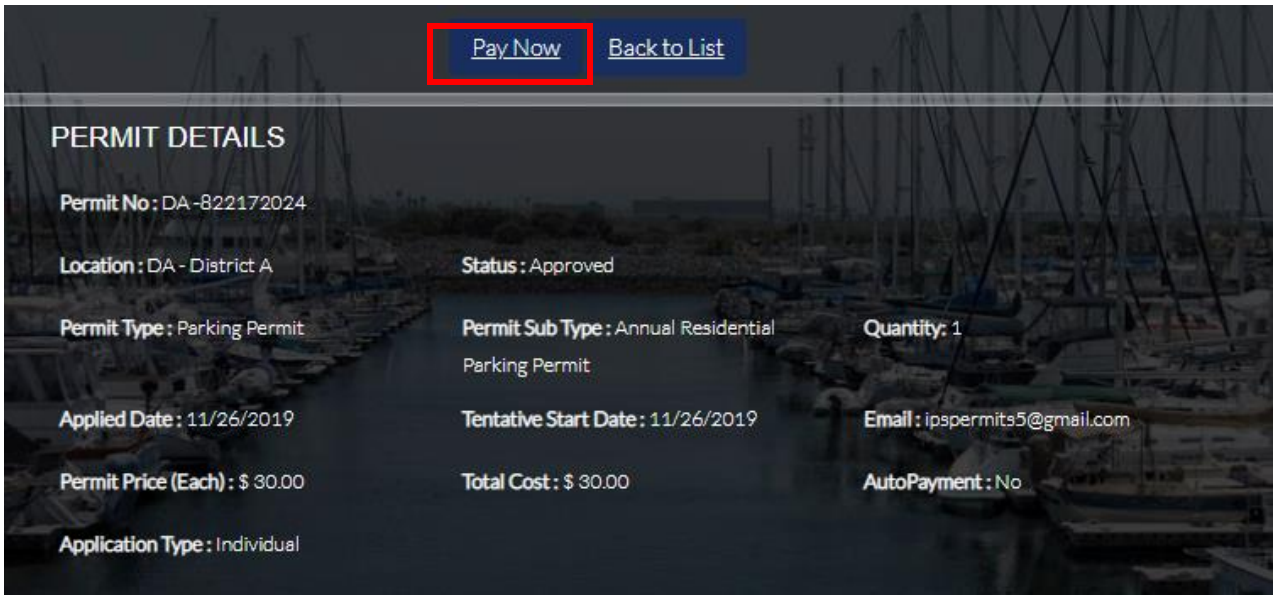


Look for your Approved application and select **View.**

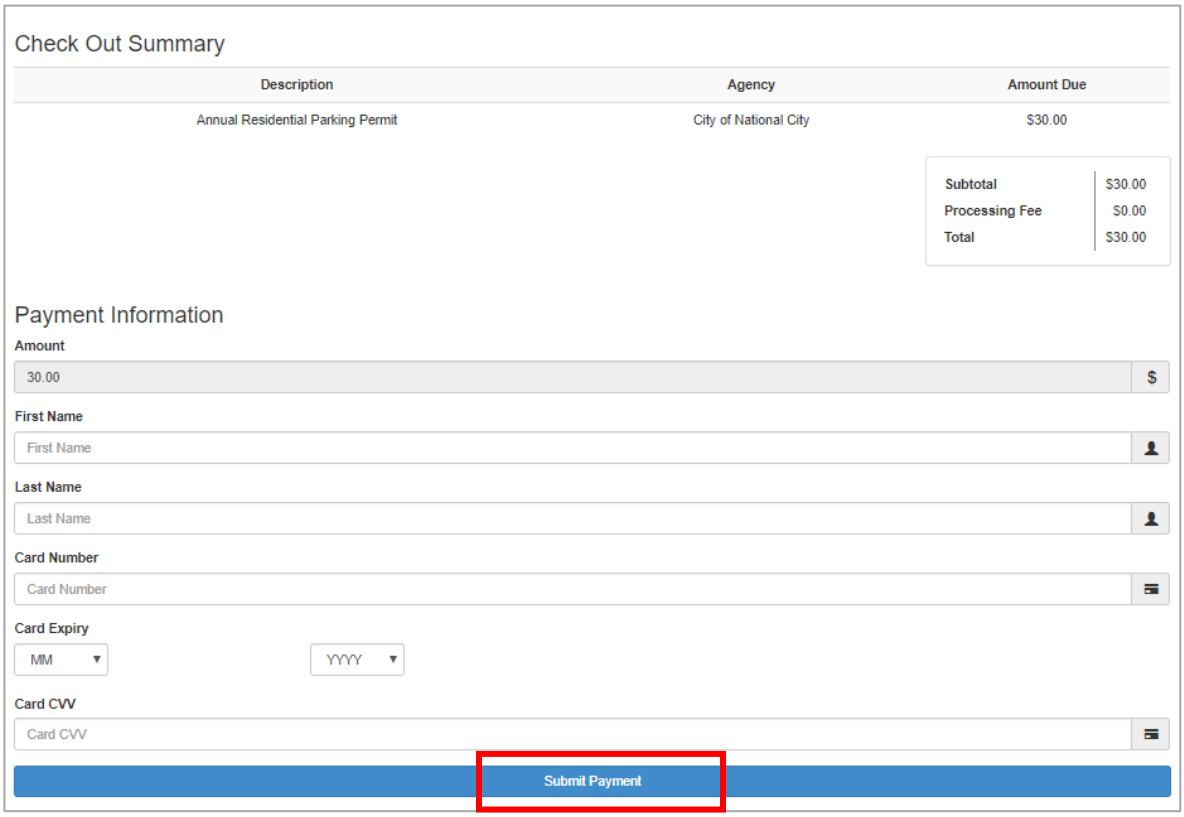


Continue to **Proceed to Checkout** and Pay Now.



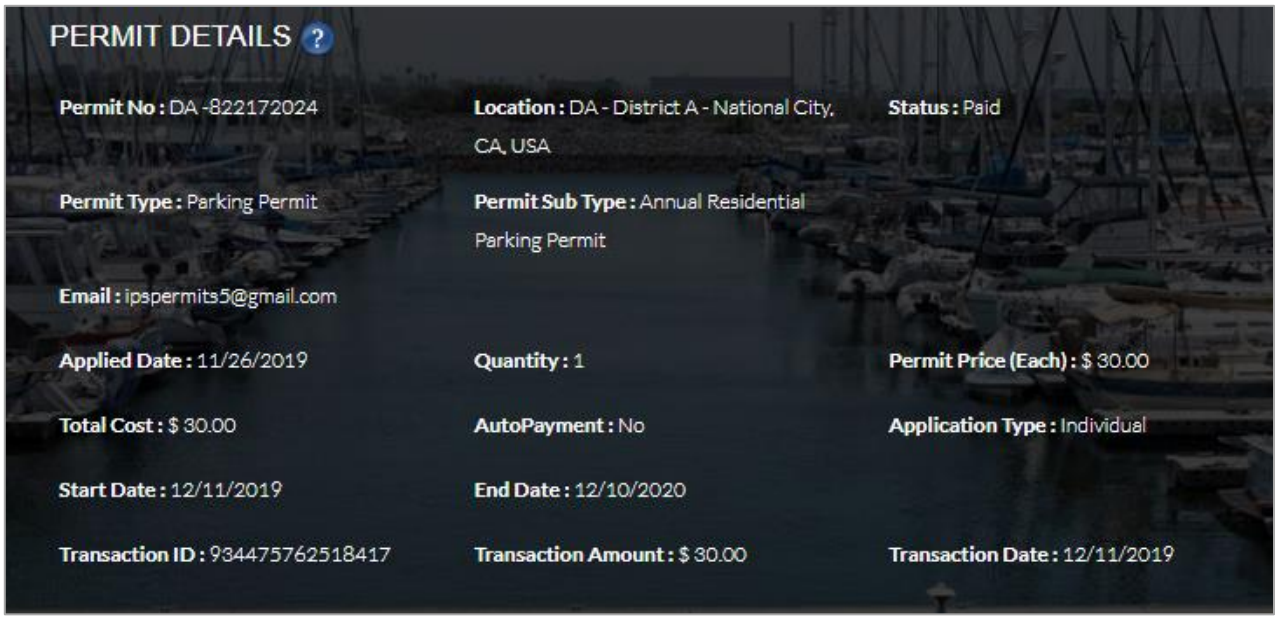


Enter your credit card details below and **Submit Payment**. If you already have a credit card on file, that card will be charged when you select Pay Now.



Transaction Completed

Once payment is processed, the Permit Details page below will display providing the **transaction details**.



Chat

If you need any assistance while completing your application look for the **Chat** icon on the left bottom corner of your screen and send us your questions.

Feel free to contact us via phone or email:

Toll free (877) 224-7838
Email: Permits@thepermitportal.com